

# STUDENT HANDBOOK

2024-2025



*Strong Foundations  
Successful Lives*

1330 COBB PARKWAY N

MARIETTA, GA 30062

770.424.0606

[WWW.CARMANSCHOOL.ORG](http://WWW.CARMANSCHOOL.ORG)

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# CARMAN ADVENTIST SCHOOL

1330 COBB PARKWAY N MARIETTA, GA 30062

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WWW.CARMANSCHOOL.ORG

## CARMAN FACULTY

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## CARMAN ADVENTIST SCHOOL BOARD

Chairperson

School Principal

Treasurer

Finance Committee Chair

Pastor

Associate Pastor

Head Elder

Home & School Leader

Parent

Parent

Parent

GCC Associate Superintendent of Education

Luwanda Scott-Vaught

Jeff Freeman

Elva Bowman

Joe Wamack

Eileen States

Leland Davis

Lemuel Bajo

Ebony Pearson

Jared Twomley

## WELCOME

Welcome to Carman Adventist School where it is our mission to provide an exceptional, Christ-filled educational experience to our community. We look forward to the opportunity to partner with families in this endeavor. Carman is an independent private school governed by the Georgia-Cumberland Conference of Seventh-day Adventists. We are blessed to serve the greater Marietta and Atlanta areas.

With God's help, the teachers, administration, and staff will nurture and educate each student equitably in a safe, academically-rigorous, and spiritually-rich environment. At Carman, we aim to engage the whole student by educating the mind, body, and spirit. This comprehensive approach ensures we develop independent learners who can think critically, communicate effectively, and attain greater intellectual and spiritual discernment.

## VISION STATEMENT

Carman exists to provide affordable, quality Christian education for students from Pre-Kindergarten through 8<sup>th</sup> grade in a nurturing, equitable environment.

## MISSION STATEMENT

The mission of Carman Adventist School is to build strong foundations that lead to successful lives by cultivating Christ-like characters, achieving academic excellence, developing healthy bodies, and growing as servant-leaders.

## PHILOSOPHY

At Carman we believe:

- The existence of God as Creator is the foundation of all knowledge.
- True education develops the spiritual, mental, and physical capabilities of each student, preparing them for this life and the life to come.
- It is critical to provide a nurturing, Christ-filled environment of educational excellence by teaching core academic content, executive function skills, and social-emotional proficiencies that will allow students to adapt to an ever-changing world.

## OBJECTIVES

At Carman we educate and empower students to:

- Embrace a Christ-centered life of servant leadership.
- Achieve excellence in academic, spiritual, social, and physical development.
- Demonstrate mastery of grade-level standards and skills.
- Think critically, reason effectively, and independently pursue knowledge.
- Communicate effectively with others.
- Work collaboratively to achieve goals.
- Exhibit respect and compassion to all.

## POLICY INTERPRETATION STATEMENT

Carman's administration and school board reserve the right to change, formulate, and/or implement additional policies, rules, and regulations throughout the course of the year in order to ensure the safe and appropriate operation of the school. If the interpretation of any policy is questioned or disputed by a student, parent, or guardian, the principal may further explain/interpret the policy. The Carman Adventist School Board reserves the right to make final interpretations of school policy.

## ACCREDITATION

Carman Adventist School is a Seventh-day Adventist School, fully accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, a member of the National Council for Private School Accreditation (NCPSA), which is approved by the U.S. Department of Education as a school accrediting agency, and by the U.S. Immigration and Naturalization Service (INS) for the purpose of enrolling non-immigrant (F-1) students.

- In Georgia, Seventh-day Adventist schools are also accredited by the Georgia Private School Accreditation Council (GAPSAC), which has been approved by the State Board of Education and by the Board of Regents of the University System of Georgia for transfer of credits, and by the Georgia Student Finance Commission for HOPE scholarship eligibility.
- Carman also holds additional accreditation for having met the requirements established by the Middle States Association of Colleges and Schools (MSA-CESS) Commission on Elementary and Secondary Schools.

## EQUITY ADVOCATE INITIATIVE

We recognize that based on factors including, but not limited to, disability, race, ethnicity, and socio-economic status, students can be deprived of equitable educational opportunities. Educational equity is the intentional allocation of resources, instruction, and opportunities according to need, requiring that discriminatory practices, prejudices, and beliefs be identified and eradicated.

Carman Adventist School proudly supports the GCC Office of Education's Equity Advocate Initiative which is based on the core principles of Matthew 18:1-6 to establish awareness, provide advocacy, and advisement on equity issues. Carman's equity advocate is Dr. Seneca Vaught.

## NONDISCRIMINATION POLICY

Carman Adventist School rigorously upholds the non-discriminatory policies of the Seventh-day Adventist Church. Therefore, Carman admits all students to all of the rights, privileges, programs, and activities generally accorded or made available to students, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in administration of education policies, application for admission, scholarship or loan programs, and extracurricular programs.

Attendance at Carman is a privilege. Families/students seeking admission agree to support the school's principles, programs, and personnel, and act in harmony with the standards of the school.

- New and returning students must complete and return all documents required by the application process.
- The admissions committee will determine each candidate's eligibility for acceptance/readmission.
- School administration reserves the right to refuse admission based upon failure to support Carman's mission, philosophy, standards of conduct, behavior record, academic and attendance record, outstanding school accounts, or requests to transfer from another school during the last quarter of the school year.
- Seventh-day Adventist schools have not been established for the purpose of offering special education services and they are, therefore, unable to accept students who have exceptional physical, scholastic, or behavioral challenges.
  - Parents must submit full disclosure of all diagnostic/medical/psycho-educational reports to appropriate school personnel before registration in order to determine if the student's needs can be met.
  - The admissions committee will screen all such applications on an individual basis and determine whether Carman can in good faith provide an equitable educational experience.
- Evaluation and testing of all incoming students may be required as a tool for admissions and placement. If transferring from another school, all records must be received within the admissions department before a new student will be accepted and enrolled as a Carman student.
- All students are admitted on a six-week trial basis to determine if there are behavioral or learning concerns.
  - Carman is unable to serve students with severe learning and behavioral concerns.
  - Under certain circumstances, the probationary period may be extended at the discretion of the administration.
- Age requirements exist for entry into the following grade levels
  - *Kindergarten*: Applicant must be at least 5 years of age on or before September 1.
  - *First Grade*: Applicant must be at least 6 years of age on or before September 1.

#### PreAcceptance Checklist:

- A. New Applicant application
- B. Request for Records
- C. Copy of Birth Certificate
- D. Consent to Treat
- E. Two recommendation forms (teacher, spiritual leader, etc.)
- F. Signed Financial Plan

#### Post Acceptance Checklist:

- A. Georgia State Certificate of Ear, Eye, and Dental Examination
- B. Georgia State Certificate of Immunization or notarized waiver
- C. School entry medical examination
- D. Medication Administration Form
- E. Student Media Release
- F. Aftercare Program Rules
- G. Student Internet Usage Policy
- H. Student/Parent/Teacher Communication for Conflict Resolution



Carman Adventist School endeavors to keep tuition at a rate affordable for parents. The tuition is applied on a two-tier system for students whose families are members of the Marietta Adventist Church (MAC) or families whose students are from the local community.

**Tuition and Fee Schedule**

<b>Tuition Item</b>	<b>MAC Member Rate</b>	<b>Community Rate</b>
Application fee - new students only	\$100.00	\$100.00
Registration fee	\$575.00	\$575.00
Discount of \$100.00 for registration fee if paid in full before July 1	\$475.00	\$475.00
Annual tuition rate (full-time PreK - 8 <sup>th</sup> )	\$5,722.00	\$5,997.00
10-month plan (August 1 – May 1)	\$572.00	\$599.00
Payment in full for entire school year with 3% discount	\$5,550.00	\$5,817.00
Payment in full for a semester with 1% discount	\$2,832.00	\$2,968.00
Graduation fee for 8 <sup>th</sup> graders	\$75.00	\$75.00
Annual Technology Fee	\$70.00	\$70.00

**Discounted Rate for Multi-Students from One Family**

<b>Tuition Item</b>	<b>MAC Member Rate</b>	<b>Community Rate</b>
1 <sup>st</sup> Child - Standard tuition rate	\$5,722.00	\$5,997.00
2 <sup>nd</sup> Child - 15% discount	\$4,863.00	\$5,098.00
3 <sup>rd</sup> Child - 20% discount	\$4,577.00	\$4,797.00
4 <sup>th</sup> Child - 20% discount	\$4,577.00	\$4,797.00

## **Tuition Payments**

All tuition payments are due by the 1<sup>st</sup> of each month and late after the 10<sup>th</sup> of the month. Our Treasurer, Elva Bowman, will answer any financial questions or help set up the payments. Please contact Elva Bowman at (404) 312-7608 or via email at [elva\\_bowman@bellsouth.net](mailto:elva_bowman@bellsouth.net). Payments for tuition may be submitted online via the available payment portal, mailed to the school address, or paid in person at the school office.

## **Registration Fee**

Registration Fee covers textbooks/workbooks, student insurance, library book fee, standardized testing, report cards, PE expenses, yearbook, and fall individual/ class pictures. Registration fees are due July 1 prior to each school year.

## **Activity Fee**

The annual activity fee of \$100.00 covers field trips for the school year. This fee will be prorated over the school year with each monthly payment.

## **Fee Payment Policy**

Prior to a student attending class at Carman, a parent must sign a Financial Agreement and the following items need to be paid in advance:

- Any outstanding account balances
- One-time application fee for new students
- Registration fee
- Current month's tuition

## **Returned Check Fee**

The returned check fee is \$30.00. Any family with more than two returned checks in a school year will be required to make payment by a certified check or money order for the remainder of the year.

## **Delinquent Accounts**

Any account with an outstanding balance will be considered delinquent after the 10<sup>th</sup> day of the month. Delinquent accounts will be assessed a late fee of \$30.00 or 10% of the outstanding balance, whichever is greater. Any account that is more than 45 days past due will result in suspension of the student(s) unless prior arrangements have been approved by the Carman Adventist School Finance Committee. Any account that is more than 90 days past due will be subject to collection.

## **Intent to Withdraw**

A thirty-day written notice of intent to withdraw must be received by the school office to avoid future charges. There will be no partial month tuition refund without a written notice, unless a student is requested by the administration to withdraw.

## **Eighth-Grade Class Trip and Graduation**

Financial accounts need to be current for a student to participate in the eighth-grade class trip and graduation exercises.

## **Fundraisers**

All fundraising must be reviewed by the principal and approved by the Carman Finance Committee.



Carman’s dress code policy is designed to encourage neatly-groomed students and to create an atmosphere that promotes modesty, integrity, and learning. The principal has the final word regarding interpretation of the guidelines below. Unless otherwise noted, uniforms should be purchased through approved vendors. Contact information is located on the following page.

<b>Shirts</b>	<p>Properly fitted long or short sleeve polo shirts with the Carman logo.</p> <ul style="list-style-type: none"> <li>● Approved colors: white, light gray, light blue, and navy blue</li> <li>● Required: one navy blue shirt for field trips and casual programs.</li> </ul>
<b>Pants</b>	<p>Pants are to be either khaki or navy blue chinos.</p> <ul style="list-style-type: none"> <li>● Pants may be purchased at any store as long as they are 4-pocket (max) chino style.</li> <li>● Not approved: cargos, flares/ bell-bottom, or baggy styles, stone or off-white colors.</li> <li>● Pants must be free of holes, tears, and fraying.</li> </ul>
<b>Shorts</b>	<p>Modest shorts (past fingertips) are to be either khaki or navy blue.</p> <ul style="list-style-type: none"> <li>● Shorts may be purchased at any store as long as they are 4-pocket (max) chino style.</li> <li>● Shorts must be free of holes, tears, and fraying</li> </ul>
<b>Skirts</b>	<p>Skirts are to be in either khaki, navy blue, or plaid (plaid color 80 only), with a modest hemline (past fingertips).</p> <ul style="list-style-type: none"> <li>● Must be worn with biker or privacy shorts.</li> </ul>
<b>Skorts</b>	<p>Skorts are to be in khaki, navy blue, or plaid color (plaid color 80 only), with a modest hemline (past fingertips).</p> <ul style="list-style-type: none"> <li>● These come with built-in shorts for privacy.</li> </ul>
<b>Jumpers</b>	<p>K through 4<sup>th</sup> grades may wear modest-length navy blue, khaki, or plaid (plaid # 80) jumpers with the embroidered Carman logo</p> <ul style="list-style-type: none"> <li>● The shirt worn underneath may be a non-logoed short or long-sleeved top in white or navy blue.</li> <li>● Must be worn with biker or privacy shorts.</li> </ul>
<b>Polo Dresses</b>	<p>K through 4<sup>th</sup> may wear modest-length navy blue polo dresses with the embroidered Carman logo.</p> <ul style="list-style-type: none"> <li>● These should only be purchased in navy blue.</li> <li>● Previously-purchased Carman polo shirt dresses in light blue may also be worn.</li> </ul>
<b>Sweatshirts Hoodies</b>	<p>Sweatshirts/hoodies may be gray, navy, or light blue and must have the Carman logo.</p> <ul style="list-style-type: none"> <li>● Hoods may not be worn on the head in the school building.</li> </ul>
<b>Jacket</b>	<p>Jackets must be navy blue and have the Carman logo. They can be either the full zippered pullover fleece or hooded windbreaker.</p>
<b>Sweaters</b>	<p>Sweaters worn at Carman must be a navy blue cardigan with embroidered Carman logo.</p>
<b>Socks/Tights/ Leggings</b>	<ul style="list-style-type: none"> <li>● Socks or tights must be worn daily.</li> <li>● In colder months, leggings may be worn rather than privacy shorts under uniform skirts/jumpers/dresses.</li> </ul>
<b>Shoes</b>	<p>Shoes must be flat, closed-toed and closed-heeled, and suitable for recess and PE.</p> <ul style="list-style-type: none"> <li>● No cartoon or TV characters, no platforms, heels, or sandals may be permitted.</li> <li>● All shoes need to fit correctly and be tied or buckled for safety.</li> </ul>
<b>Hair/ Headwear</b>	<p>Hair must be clean, well-groomed, and neat.</p> <ul style="list-style-type: none"> <li>● Extreme hairstyles, including but not limited to unnatural hair colors, will not be permitted.</li> <li>● Hats/caps are to espouse pro-Christian values and are not to be worn inside the building.</li> </ul>
<b>Nails, Jewelry, &amp; Make-up</b>	<ul style="list-style-type: none"> <li>● Clear nail polish only.</li> <li>● No jewelry.</li> <li>● Make-up should have a natural look.</li> </ul>
<b>Backpacks &amp; Lunchboxes</b>	<p>Plain backpacks and lunchboxes with simple colors and patterns are preferred.</p> <ul style="list-style-type: none"> <li>● Wheeled backpacks are not permitted</li> </ul>
<b>Friday: Dress Down</b>	<p>Students have the privilege of wearing denim shorts or jeans with their Carman polo on Fridays.</p> <ul style="list-style-type: none"> <li>● Shorts/jeans are to be selected to meet the same guidelines as the uniform shorts/pants. They must be solid blue denim with no holes, tears, fraying.</li> <li>● Students who do not choose to participate may wear their regular uniform.</li> <li>● Students who do not follow the guidelines may lose the privilege of participating.</li> </ul>

## Options for Obtaining Logos

Below are the only three approved vendors who have the current Carman logo. Utilizing a separate source without prior approval from the Principal may result in the garment being considered out of dress code.

### Uniform Source

Uniform Source is a local company that provides embroidered logos. They have a store at 2141 Cobb Pkwy NW, Kennesaw, in which clothes may be tried on. They have our dress code on site so they will not sell you anything that isn't within the dress code. Their website is <https://uniform-source.com>.

### Atlanta Custom Graphics

ACG is a local Adventist-owned company that provides screen printing. To use ACG you purchase the clothing items on which you desire to place a logo and bring them to the school with a check made out to Atlanta Custom Graphics or cash in the exact amount owed. The items will then be taken to ACG and returned to the school – usually within a week. The fee is \$6 per item logoed. Some items, including hoodies, can be ordered directly from their website at [www.atlantacustomgraphics.com](http://www.atlantacustomgraphics.com).

### Lands' End

Items can be purchased through Lands' End's website: [www.landsend.com](http://www.landsend.com). Click "School" near the top and then "Shop by School". You'll need to search for Carman in Georgia or use the school number 900039918.

### Notes:

- Lands' End and Uniform Source both sell skorts with built-in shorts.
- Carman's plaid code is #80, an image of it may be seen here: <https://shorturl.at/wJJO> at Land's End, where it is called, "White Plaid".
  - It is a white background with narrow and wide stripes of navy and dark green.

The learning environment at Carman encompasses a wide variety of developmentally-appropriate activities, teaching methods, and technologies. From our PreK/K students working in their outdoor classroom and garden to our 5th-8th grade students creating videos with green screens and operating a 3-D printer, we utilize unique and creative methodologies for learning.

- Our curriculum capitalizes on the God-given curiosity of students stimulated by teacher-led instruction. Teachers love to use student-centered activities such as hands-on exploration, labs, music, art, and technology to guide students in exploring the world around them.
- Carman’s curriculum is in harmony with the philosophy of the North American Division (NAD) of Seventh-day Adventists and is based on the NAD Elementary Standards and recommended curricula.
  - Standards, what learners should know (content) and be able to do (skills), serve as the framework for curricula. Standards in NAD Seventh-day Adventist schools reflect the Adventist worldview across the K-12 curricula as well as the integration of national and provincial/state standards
- Teachers regularly use a variety of both formative and summative assessments to adapt instructional content and practices. This allows the teachers to ensure that they are providing effective instruction and that students are acquiring skills and mastering standards.

Three times a year Carman also administers the nationally-normed Measure of Academic Progress (MAP) to grades 3-8 and MAP Fluency to grades K-2. MAP is a computerized adaptive test that helps teachers, parents, and administrators improve learning for all students and make informed decisions to ensure students’ academic achievement.

- Due to the adaptive nature of the MAP assessment, the data is only accurate when students understand the necessity to do their best. Teachers and parents must work together to encourage students to perform at their best at all times.

REPORT CARDS & GRADING

- Report cards will be issued following the end of each of the four quarters.
- After the first grading period, parent-teacher conferences will be scheduled by the school office to discuss the progress and initial assessments of each student.
- During the following three quarters, either parents or teachers may request a conference at any time they feel would be beneficial to the progress of a student.
  - In addition, when deemed necessary, formal conferences may be scheduled by the school office at the end of the third quarter.
- Report cards will be hand-delivered to parents or mailed to the home address.
- Most student work will be sent home weekly for parents, however particular assessments or assignments may be retained by the teacher in order to build a portfolio of the student’s work.

Grade Scale Grades K-2	
Independent	90+%
Progressing	70-89%
Needs More Time	0-69%

Grade Scale Grades 3-8	
A	90+%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Grades are weighted to give priority to performance rather than practice. This ensures that students are given ample opportunity to practice new skills and acquire new concepts without negatively impacting their grades.

- Homework, classwork, and formative assessments are all opportunities for students to practice.
- Summative assessments, projects, reports, and papers are opportunities for students to demonstrate mastery and are weighted more heavily when determining grades.
- To ensure academic equity and developmentally-appropriate grading, grade weighting percentages may vary.

**EXAMPLE:**

Grade Weighting Grades 3-8		
Formative	Classwork	30%
	Homework	10%
Summative	Assessments Projects	60%

**RENWEB/FACTS**

RenWeb is a web-based program that allows a parent or student to track grades and attendance, and also communicate via email with the teacher. While regular grade reports will be sent home, parents can access a student's grades at any time by checking RenWeb.

To set up RenWeb for at-home access:

1. Log onto [www.Renweb.com/Logins/ParentsWeb-Login.aspx](http://www.Renweb.com/Logins/ParentsWeb-Login.aspx)
2. Go to parent website
3. Enter district code GCC-SDA
4. Enter the email address you provided the school
5. Leave password blank
6. Click on new parent log-in. After getting the password, re-enter RenWeb using the password. Remember the password is case-sensitive
7. Press Parent or Student to view student's attendance and grades

## ACADEMIC EQUITY

To provide an equitable educational experience for all students, teachers and administration may develop an Individualized Educational Plan or IEP, whenever deemed necessary, to ensure that instruction, opportunities, and resources are allocated so that every student has an opportunity to achieve academic success.

If teachers observe that legitimate issues exist that are inhibiting performance, further assessment will be given. If necessary an IEP (Individualized Education Plan) may be developed, shared with parents, and then implemented.

- Interventions provided may include but are not limited to: reteaching, modified assignments, alternative assessments, one-on-one coaching, and remediation opportunities.
- If further testing or interventions are deemed necessary, teachers and administration will work with parents to identify and pursue appropriate options.

## ACADEMIC STANDING

At Carman, it is our goal for every student to achieve educational excellence. This academic policy is a gentle reminder to parents and students that Carman supports and recognizes each student's journey to excellence will be different. Each quarter Carman will celebrate the accomplishments of each student in Grades 3-8 to achieve Principal's List or Honor Roll.

*Principal's List:* A student must maintain all A's to be on the Principal's List. A student who has achieved this high standing is to be congratulated for excellent achievement.

*Honor Roll:* A student must maintain all A's and B's to be on the Honor Roll. A student with A's and B's is doing very well and is to be congratulated for superior achievement.

*Regular Standing:* A student must maintain a minimum of a C- average to remain in regular standing in 3rd to 8th grades.

*Academic Probation:* A student with a D or F grade in any subject is placed on academic probation until the grade is raised to a C- or higher.

## ACADEMIC PROBATION

In the event that a student consistently makes choices that negatively impact their academic performance, resulting in a grade of D or F in any subject, they will be placed on academic probation and the following procedure will be followed.

- The student's classroom teacher(s) and administration will meet together to discuss the student's particular challenges and develop an Academic Improvement Plan which will outline the actions necessary and timeframe for completion. The student will be responsible for completing this plan in order to restore themselves to regular academic standing.

- The teacher(s)/administration will then meet with the student and review the latest RenWeb report (which will outline assignments both graded and missing) and the Academic Improvement Plan. Parents will be apprised of the plan in writing.
- A student on academic probation may not be permitted to participate in after-school activities/sports.
- A student who continues to make choices that negatively impact their academic progress and disregard the Academic Improvement Plan may not be invited to return to Carman.

#### MAKE-UP WORK POLICY

- Missed assignments due to illness are completed at the direction of the individual classroom teacher. The individual teacher will decide the assignments they deem necessary for the student to make up, as well as the timeline for completion when they return to school.
  - A minimum of one day for every day of illness will be given for the work to be completed.
- Missed assignments due to at-will absences are available only at the discretion of the administration and classroom teachers. Parents will be notified as to what assignments will be available for make-up when the work will be given to the student, and when those assignments will be due.

#### LATE & MISSING WORK POLICY

- All assignments and homework are due on the date given by the classroom teacher.
  - Unless prior arrangements are made, all late assignments may incur a penalty.
- Students are responsible for completing all assignments to the best of their ability.
  - Teachers who identify students who consistently underperform or turn in late assignments will work with administration to develop an individualized plan to improve performance.
  - A meeting will be scheduled with parents to discuss the implementation of the plan.
- Students who maintain a consistent backlog of missing assignments will meet with administration to develop an individualized plan for improvement.

## MUSIC PROGRAM

At Carman, we believe that artistic expression and appreciation are a vital part of a well-rounded education. We provide a vibrant music program that involves every student in age-appropriate musical education and community outreach.

- Several times during the year students will be required to participate in various performances with small groups/ensembles/choirs as well as two whole-school performances at Christmas & Easter.
  - Missing any performance without making prior arrangements with the principal may negatively impact a student's music grade.

## ATHLETICS & AFTER SCHOOL ACTIVITIES

At different times of the year, various enrichment activities will be made available to the students after school. These activities can include but are not limited to music, Lego Club, Lego robotics, chess, soccer, basketball, martial arts, etc. These activities vary by season and registration information will be sent home well in advance.

## FIELD/CLASS TRIPS

Field trips and class trips are an integral part of the educational experience at Carman.

- Permission slips will be sent to parents for signature prior to the field or class trip.
- Persons providing transportation for field trips must complete a background check, a driver questionnaire, and provide a copy of their driver's license along with a valid proof of insurance.
- All students must follow Georgia law as relates to seating/seat belt/booster seat use.

## INTERNET USAGE POLICY

Before using technology on campus, all students and their parents/guardians are required to sign the Internet Usage Policy statement. This agreement is part of the registration requirements found in the registration packet.

## LIBRARY LENDING POLICY

Students are welcome to borrow books from Carman's library for Accelerated Reader, class assignments, or book reports. In the event of a lost, damaged, or seriously late book, a standard fee of \$20 will be charged to the student's account. The fee will be used toward the replacement of the book by the school.

## MEDIA RELEASE POLICY

Parents are asked to sign a media release form that will allow the school to use a student's image (still or moving) on sites such as the Carman and MAC websites and Facebook pages. To ensure safety, no students' names will be used at any time. This form does not allow parents on campus or attending field trips to deviate from the Federal Educational Right to Privacy Act regulations that state that absolutely no audio or video recordings may be made of students anywhere on campus or on any field trip.

Becoming more like Christ is a life-long journey. As such, the faculty and staff strive to use constructive interactions to coach students to develop positive self-concepts, problem-solving skills, and self-discipline. Based on these goals, the faculty utilizes the following techniques, taken from the biblical example of Jesus, to design behavioral and classroom management plans that provide a safe, equitable classroom environment.

At Carman we use consistent, age-appropriate, restorative behavioral management methods that may include:

- Communicating calmly, using age-appropriate language and positive statements.
- Modeling appropriate behaviors for typical classroom interactions.
- Intentional training in daily procedures and problem-solving techniques to minimize potential issues.
- Verbal praise and encouragement for positive behavior.
- Setting consistent limits, explaining unacceptable behavior, and giving appropriate opportunities for resolution and restitution.
- Coaching students in the use of appropriate words or frameworks to solve conflict.
- Communicating consistent behavioral issues to parents when more support is needed.

We create an equitable environment for all by:

- Applying rules consistently.
- Designing the classroom environment to prevent problems.
- Giving students ample opportunities to make choices and solve problems.
- Listening to and respecting each student's needs, desires, and feelings.
- Utilizing individualized behavior plans when further support is necessary.

The following steps may be taken if/when necessary:

- Parents will be informed in writing if a particular behavior becomes a consistent issue.
  - It may be determined that a conference with the student, parent, and teacher is necessary.
  - A Discipline Referral Form may be completed by the teacher which will refer the student to the principal for further intervention.
- Should a student exhibit defiance or disrespect to the classroom teacher, they will immediately be referred to the principal.
  - It may be determined that a conference with the student, parent, and principal is necessary.
- The principal may contact parents to immediately schedule a conference for particular disciplinary problems such as academic dishonesty, fighting, bullying, harassment either in-person or via electronic media, and/or actions that endanger self/others, etc.
  - Further disciplinary measures such as suspension may result.
- When a student is believed to be detrimental to other students and the mission of the school, the school administration shall act responsibly by addressing the behavior of the student in question. School administration will carefully and honestly assess the situation and prayerfully engage the expertise of others as necessary.
- When a student's behavior consistently endangers the mental or physical safety of those around them, then the principal has the right, after meeting with the parents and documenting behavior and interventions, to terminate their enrollment at Carman.
  - If indication or suspicion that the student may have special behavioral intervention needs arises, Carman Adventist School will share that information with the student's family and assist in appropriate referrals for assessment and assistance.



## CARMAN'S STANDARDS OF CONDUCT

At Carman we bring honor to God by exemplifying the words and actions of a servant leader by:

- Respecting the Lord's name and using it reverently.
- Demonstrating respect to everyone in both word and action.
- Demonstrating respect for Carman in both word and action.
- Respecting the property rights of others
- Exhibiting honesty and integrity in all assignments and interactions.
- Bringing only academically or spiritually appropriate materials to school.
- Using positive and uplifting language to others.

At Carman we do not allow students to harm themselves, others, or the property of others by:

- Fighting or bullying at any time, either in-person or via any type of electronic media.
- Possession or use of tobacco, alcohol, or any controlled substance.
- Undermining the religious ideals of the school.
- Use of profane language, possession or display of obscene literature, pictures, or electronic media.
- Dishonesty, including theft, cheating, or misrepresentation.
- Willful disrespect, disobedience, or negative attitude toward any member of the school community.
  - This includes any form of harassment, or any display of racial, religious, socio-economic, or gender bias either in-person or via any type of electronic media.
- Use of skateboards, scooters, in-line/roller skates, personal electronic devices, or gaming cards on campus.
- Possession of harmful devices or weapons (see Weapons & Dangerous Instruments Policy page 22 )
- Vandalism, stealing, destroying/defacing property.

## HARASSMENT POLICY

Students, teachers, staff members, or volunteers may not participate in, or allow any act of harassment that degrades, injures, or disgraces a student or staff member based on race, religion, national origin, age, gender, or physical features.

This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created. Incidents of harassment must be reported to the administration immediately. These situations will only involve necessary personnel and will be treated with the utmost confidentiality. The school will contact the appropriate authorities or agencies should the seriousness of the situation deem it necessary.

## ELECTRONIC DEVICE POLICY

Cell phones are allowed on school property, but must be kept in backpacks for safekeeping and may not be used during BeforeCare, school, or AfterCare without permission from a teacher or staff member.

- All electronic or mobile devices need to be switched **off** unless authorized by a teacher.
  - Smartwatches used appropriately will be allowed. However, if a teacher/staff member believes that the device is being used inappropriately (e.g., calling, texting, recording, etc.) or it is a distraction in the learning environment they will request that the student remove it and put it in their backpack. A second

infraction will result in that student no longer being allowed to wear their smartwatch to school for the remainder of the year.

- No unauthorized electronic devices may be used by students under school supervision (from 7:00 A.M. to 6:00 P.M.).
- If the above guidelines are disregarded, the electronic device will be confiscated and returned to a parent. Because bringing these items on campus is voluntary, Carman is not liable for any loss, damage, or theft that occurs.

## GUM CHEWING POLICY

Research shows that between 80-90% of all chewing gum is disposed of incorrectly. Unfortunately, most of it does not biodegrade, it is unsightly, and it is costly to remove. To ensure that our campus remains clean, gum chewing is not allowed anywhere on campus, including the church, gym, school, or any outdoor area. Nor is it allowed on any off-campus field trip.

## PERSONAL BELONGINGS POLICY

Students may not bring extraneous personal items to school, BeforeCare, or AfterCare. This policy includes but is not limited to: toys, extra money, cosmetics, electronic devices, etc.

- These items are a distraction to the learning environment and can cause a variety of unnecessary issues such as fighting over ownership, trading, and theft.
- Any items discovered or found in the possession of any student will be confiscated by teachers/staff and these items will only be returned to a parent.
- Additionally, Carman bears no responsibility for loss, damage, or theft should a student disobey this policy. The only exception to this policy is outlined in Carman's *Electronic Devices* policy on page 15.

## RIGHT TO SEARCH POLICY

School administration reserves the right to search the backpack or any other personal belongings brought on campus by any student when there is a reasonable basis to believe that the student has violated a school policy outlined in this handbook.

- *Campus* is defined but is not limited to Carman Adventist School, Marietta Adventist Church, Atlanta Adventist Academy/Carman North, the gymnasium, and any outdoor space surrounding these buildings.
- Desks, cubbies, and lockers are the property of the school and may be searched at any time.

Like report cards, attendance records are legal documents that follow students throughout their academic careers and are included as part of school transcripts along with academic grades. Multiple research studies show a negative correlation between poor attendance and academic success. However, regular, on-time school attendance is not just a critical component of academic performance, it is Georgia state law.

[20-2-690.1. Mandatory education for children between ages six and 16.](#)

[20-2-690.2. Establishment of student attendance committee; summary of penalties for failure to comply; reporting.](#)

- School Hours are 8:30 A.M. to 3:15 P.M. Monday through Friday. All students enrolled at Carman are expected to be punctual and regular in attendance.
  - In order to arrive at class on time, students should arrive no later than 8:25 A.M. each day.
- If parents must bring students to school early, morning supervision, BeforeCare, is available from 7:00 to 7:55 A.M. for no additional charge.
  - Students participating in BeforeCare must abide by Carman’s Standards of Conduct or they may be unable to use this service.
  - After 7:55 A.M. families must join the main drop-off line (that goes through the covered lane) where morning check-in will begin at 8:05.
- Office Hours are 8:30 A.M. to 4:00 P.M. Monday through Friday.
- Dismissal begins at 3:10 P.M. and continues until 3:30 P.M. All students who remain after this time will be checked in to after-school supervision, “AfterCare”.
  - AfterCare costs \$10.00 per day, per student. See *AfterCare* section for more information.

## SIGN IN/OUT PROCEDURE

- Parents of students arriving late must sign the Sign In/Out Roster at the front podium. The student(s) should then progress quietly and directly to their classroom(s). Parents are not permitted to escort their student(s) to the classroom door unless they have been authorized to do so by the administrative assistant or principal.
- Parents (or their authorized representatives) of students being picked up early must sign the Sign In/Out Roster at the front podium, then request that the administrative assistant contact the classroom(s) so the student(s) can be sent to the office. Parents are not permitted to collect their student(s) from the classroom.

## LEAVING SCHOOL GROUNDS

The school office must be alerted prior to departure if a student is to be picked up by someone other than those listed on the application form for approved student pickup.

- Parents must call or email the office in advance and provide the name and phone number of the individual(s) being added to their student(s) “approved” pick-up list. That person will be asked to show photo identification when they arrive at the school.
- If prior arrangement has not been made and someone not listed on the application form arrives to pick up a student, the student will not be allowed to leave with that person until a parent has given authorization.

Tardies are bad for students. First and foremost, students miss the most important part of the day, which is worship. But beyond that, being regularly tardy sends the message that school is not a priority. Tardies also harm students' academic progress because they miss core content and a late entrance to the classroom negatively impacts their classmates due to interruptions and distractions.

With that in mind, at Carman, we adhere to the following tardy policy:

- Students are expected to be in their classrooms by 8:30. Please plan morning routines accordingly.
  - If extenuating circumstances exist, please discuss them with the principal.
- Parents who arrive after 8:30 are required to park and come into the building to sign in their student(s) at the podium inside the front door before students go to their classrooms. Parents are not permitted to escort their student(s) to the classroom door unless they have been authorized to do so by the administrative assistant or principal.
- Tardies for medical appointments are excused with a doctor's note; if a significant traffic event occurs that impacts multiple students, Carman may excuse those tardies for everyone.
- Parents of students exceeding 10 tardies per quarter will be required to attend an intervention meeting with the principal.
- Tardies that extend past 10:15 A.M. or early dismissals that occur before 11:30 are considered to be a ½ day absence.

## EXCUSED & UNEXCUSED TARDIES/ABSENCES

Absences are only excused for personal illness, serious illness of an immediate family member (including a grandparent), death in the immediate family (including a grandparent), medical appointments, special/religious holidays observed by a student's faith, or quarantine.

- Notification is required for all absences. Communicate promptly, via email or ClassTag, with the homeroom teacher(s) whenever it is deemed necessary for an absence to occur.
  - A parent/guardian may write an excuse note for up to 5 absences, all other excused absences for illness or medical appointments will be determined by doctor's note.
  - If a student was sent home because of illness, Carman will excuse up to 48 hours of absence.
- Carman's academic policy states that it is the teacher's decision which of the assignments missed because of an excused absence/tardy will be made available for students to complete.
- After 5 unexcused absences, parents will be required to attend an intervention meeting with the principal.
- At-will or unexcused tardies/absences may result in no assignments being made available to complete.
  - Any student tardy/absent without notice or excuse may be given a 0% for any assignment due during the missed class(es). This includes, but is not limited to: daily assignments, quizzes, tests, and in-class presentations.
  - Receiving a zero for any assignment can significantly impact the grade average; multiple zeros can cause a failing grade for the quarter. Students who receive failing grades because of unexcused absences may be retained in their current grade for the next year or invited to find another school that better fits their needs.

## AFTERCARE

AfterCare is available from 3:30 until 6:00 P.M. on Monday through Thursday and 3:30 until 5:00 P.M. on Friday, at an additional charge on a prepaid basis. If someone other than the designated driver(s) on the student registration form is needed to provide transportation, prior arrangements must be made with school administration.

Guidelines for AfterCare:

- AfterCare is \$10.00 per day per student and must be prepaid in the school office by parents planning to use the service.
  - If a parent is unexpectedly late for dismissal, student(s) will be registered in AfterCare and the fee will be placed on the next month's bill.
  - A late fee of \$1.00 per minute per student will be charged for every minute past 6:00 P.M. on Monday through Thursday and past 5:00 P.M. on Friday.
- All of Carman's Standards of Conduct and general policies apply during AfterCare. Inappropriate behavior may result in required withdrawal from AfterCare.
- If school closes for inclement weather, AfterCare will also be closed.
- There is no AfterCare on days prior to vacations or early-dismissal days.

## LUNCH

At Carman we do not have a hot lunch program; students bring their lunch from home each day with the possible exception of Pizza Fridays. Students are not allowed to share food of any kind due to the potential for allergic reactions—both for known and previously-unknown allergens.

We strive to educate the whole child, this includes helping students understand the research-proven connection between proper nutrition and a healthy body that is ready to learn. Eating a healthful nutritious lunch each day can be an important aspect of a student's success.

Please consider the following:

- We encourage parents to send vegetarian lunches.
- We request that no bags of candy, sugary or caffeinated drinks be sent to school.
- Please note: the kitchen is not available for student use, however, microwaves are provided in the lunchroom.
  - There are a limited number of microwaves and each lunch period is only 30 minutes. Consider that food items which need to be microwaved for extended periods of time will significantly reduce the time a student has to eat.
  - There is no refrigerator available for use by students; please send lunches with an ice pack if the food needs to remain cold.
- On most Fridays the 8<sup>th</sup> grade class will serve hot lunch; pricing and directions for ordering will be sent home at the beginning of each year.

Occasionally, classrooms or the whole school will celebrate an event, holiday, or milestone. When this occurs, it is possible that food will be a part of that celebration. Because food safety, intolerances, and allergens are a concern for many students, the school provides all refreshments.

When celebrating birthdays at school, we do not celebrate with food/drink, instead, students are allowed to wear a special birthday outfit of their choosing. We also allow students to bring non-edible treat bags for their fellow students if they desire. Teachers celebrate birthdays in a grade-level-appropriate manner within the classroom.

## ALLERGIES

It is Carman's goal to provide a safe environment for all students. However, it is not feasible to guarantee that students with allergies will not be exposed to potential allergens within the school environment. This includes food allergens such as wheat, soybeans, dairy products, and peanuts.

Therefore, it becomes the responsibility of the parents of students with allergies to assist the school in developing procedures to minimize potential exposure and determine the appropriate course of action should an allergic reaction take place.

Parents should do the following:

- Notify the school in writing of potential allergens.
- Work with the principal and teacher to develop a plan to minimize potential exposure.
- Provide a medical doctor's plan to follow, should an allergic reaction happen at Carman.
- Train the student to avoid potential exposure to allergens and what to do should an allergic reaction occur.
- If medication, such as an Epinephrine pen or inhaler is required, a form must be completed and the medication kept in the school office.
- A second EpiPen or inhaler may be kept in the classroom or with the student through prior arrangement with the school office.
- Children with food allergies may be requested to bring all food and drink from home as a cautionary measure.

The goal of the school is to provide a safe environment for all students. However, the school cannot guarantee that students with allergies will not be exposed to potential allergens within the school environment. Utmost care will be given to manage a student's allergy condition when parents have notified the school of the concern.

## ACCIDENTAL INJURY INSURANCE

Accident insurance is provided for each student and is included in the registration fee. If a student is in an accident and needs medical attention, please request a claim form from the school office.

- It is the sole responsibility of the parent to complete the form, acquire necessary information/signatures from the doctor/hospital and return it to the school office within the designated time frame.

## ILLNESS & INJURY POLICY

Keep student(s) home if they have a temperature of 100°F or above. Regardless of temperature, any student exhibiting stomach illness symptoms such as vomiting/diarrhea should remain at home.

- Please contact the administration to report any illness that meets the above criteria.
- Students must be fever-free for at least 24 hours without the help of fever-reducing medication before they may return to school.
  - Please, do not give students medication to reduce fever/nausea then send them to school. Inevitably, the symptoms will return and the school office will be required to contact parents during the middle of the day to come pick up their student(s).
- The school office will contact parents if a student becomes ill during the school day. When requested, please come immediately.
- In the case of injury or medical emergency, the staff will administer first aid and parents will be called immediately.
- In the rare event of severe injury, 911 will be called and the student will be taken to the nearest medical facility.
  - All faculty and staff are certified in CPR and first aid.

## MEDICATION POLICY

If a student must have prescription medicine administered during school hours, the parent must fill out a Request for Administration of Medication Form signed by both the doctor and the parent.

- All prescription and non-prescription medicine must be kept in the school office.
- No medicine may be kept in the possession of the student (exception: see Students with Allergies).
- All medicine needs to be in the original pharmaceutical container. The medicine needs to be clearly labeled with the name of the student, the appropriate dosage, and the time to be given.

## SAFETY DRILLS

As outlined by the State of Georgia, the Southern Union, and the Georgia-Cumberland Conference, our campus has been reviewed by safety experts and plans have been developed for dealing with a variety of scenarios. Various safety drills (fire, inclement weather, intruder, etc) are conducted monthly. Students are explicitly provided with training so that they can react appropriately and safely in each situation.

## INCLEMENT WEATHER

In the event of inclement weather, Carman will generally follow the same course of action as Cobb County or Marietta City Schools. If these two districts are not in session due to inclement weather, Carman will usually not be in session.

- Carman's closings will be announced via our email system as well as through the local news media.
  - There may be some situations when Carman will be open even when these two districts are closed.
  - Parents must make any final decision regarding the safety of their students and may choose to keep them home if conditions warrant.

## SECURITY MEASURES

Carman's campus has a surveillance camera system that monitors activity throughout the buildings (church, school, gym), exterior field, parking lot, playground, etc. The monitors are located in the school and church offices and all activity is recorded.

The Carman campus also has magnetic locking doors for all exterior entrances and exits. Anyone entering the school must ring the doorbell and be buzzed in by school personnel. Any attempt to tamper with these locks or to open any door with a physical key before entering the code/scanning a key card will trigger the alarm system.

## WEAPONS & DANGEROUS INSTRUMENTS POLICY

Students shall not possess weapons or dangerous instruments of any kind on school grounds, buildings, or buses, or at any school-related or school-sponsored activities away from school facilities.

- Weapons and dangerous instruments include, but are not limited to:
  - Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," lasers, and/or any other device capable of chemically propelling a projectile.
  - Cutting and puncturing devices: dirks, daggers, knives with blades longer than three inches, folding knives with a blade that locks into place, disks with points or blades, or razors with unguarded blades.
  - Explosive and/or incendiary devices: matches, lighters, pipe bombs, time bombs, cap guns, and/or other hazardous devices.
  - Fireworks: though fireworks are generally not considered to be a weapon, they are prohibited due to their destructive capability.
  - Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy.
- Any school employee shall confiscate any weapon or dangerous instrument.
- The principal and/or the local school board reserves the right to take any disciplinary action deemed appropriate in response to the offense.
- Upon information that a student is suspected of violating this policy, the principal/head teacher shall notify the student's parent(s) or guardian(s).
- In case of firearms, explosive or incendiary devices, and knives with blades longer than three inches the appropriate law enforcement officials shall be notified.

## ASBESTOS NOTIFICATION

Carman is free from all forms of asbestos and is in compliance with regulatory guidelines.



## HOME & SCHOOL ASSOCIATION

Carman's Home and School Association is a volunteer organization that includes Carman staff, parents, students, and friends and exists to unite the home, school, and community in their endeavor to provide Adventist Christian education. Regularly participating in activities hosted by the Carman Home and School Association helps to create a school community that is more like a family. The association involves volunteers in on-campus activities, projects, fundraisers, and field trips. A leader chosen by the Administration heads the association. Parents and friends of Carman are asked to find ways to be part of this beneficial collaboration.

## VOLUNTEERS

Carman welcomes and encourages volunteers to participate in pre-planned activities at the school.

- Volunteers are needed to drive students for field trips, help with after-school activities, outreach opportunities, etc.
- All volunteers must complete a volunteer application through Verified Volunteers and complete a background check. Contact the school office for more information about this process.

Regular communication between home and school builds effective partnerships that positively impact students' education. Please check email and messages regularly to stay up-to-date on all that is happening at Carman.

- Notes or emails will be sent home periodically to parents from the Carman office, so make sure to register with an email address that is checked frequently.
- Classroom teachers generally use ClassTag for communication, they will send registration information to parents within the first week of school.
- Completed work for each student will be sent home on Tuesdays in a "Tuesday Folder". Within the folder is a sheet for parents to sign indicating that they have reviewed the papers and received any notes/messages included inside.
- The *Tuesday Times*, Carman's weekly newsletter, will be sent via email each Tuesday evening.
- Parents who wish to speak with a teacher, are asked to set up, in advance, a meeting before or after school.
  - Parents may request the meeting via the school office or send an email/ClassTag message to the teacher directly.
  - Do not expect an immediate response or an immediate appointment. Teachers may not have time to read emails/messages throughout the day, nor do they generally have time to respond during school hours. Please respect the teacher's time in the classroom as well as their responsibilities outside of school hours.

## CONFLICT RESOLUTION POLICY

When dealing with concerns all parties should approach the situation with confidentiality. As a close-knit community that espouses Christian values, it is key that respectful communication and Christ-like compassion be the standard we uphold in all interactions. Under no circumstances should any individual Carman School Board member be contacted to solve a conflict or problem. Instead, the following steps are the official procedure for conflict resolution.

1. First, address the concern by bringing the situation directly to the attention of the teacher or staff member involved.
  - It is best to do this in writing, via email/ClassTag message, to ensure that you have the opportunity to fully and dispassionately outline the situation and the teacher may respond in kind, addressing each point. This also ensures that there is a written record and no one is required to rely on "hearsay".
2. Then, if an amicable agreement cannot be reached, a conference will be scheduled for the parent, teacher, and principal.
3. If further assistance is needed, contact the Carman School Board chairperson in writing.
4. If the concern remains unresolved, contact the Associate Superintendent of Education for the Georgia Cumberland Conference who is assigned to supervise Carman.
5. If the previous steps are unsuccessful and the concern remains unresolved, a final appeal of the issue can be made to the Carman school board.
  - The teacher, associate superintendent, principal, and parent are requested to be present at that meeting.
  - If the parent is a school board member, they will need to recuse themselves from any vote.
  - A final resolution to the concern will be acted upon by the Carman School Board.
  - All parties will be officially notified in writing of the Carman School Board's decision.

Carman welcomes visitors to watch the school program in action or to schedule a parent-teacher conference whenever needed. However, we do make the following requests of parents who desire to schedule an appointment of any kind:

- All requests to observe in the classroom must be approved by the principal and presented at least 48 hours prior to the desired date of observation.
  - Classroom instruction without distractions is essential to student learning. Observations will be limited to 20 minutes.
  - To ensure that we protect students and abide by Federal Educational Rights and Privacy Act regulations, absolutely no audio or video recordings may be made of students anywhere on campus or on any field trip.
  - Please sign in at the school office before visiting the classroom and obtain a visitation badge.
- If parents wish to schedule a parent-teacher conference, please contact the classroom teacher directly and arrange a time before or after school hours.
- If a parent needs to speak with a student during school hours, contact the school office. The student will be sent to the office to accept the phone call. If in-person contact is necessary, please wait in the office. School personnel will contact the classroom.